

# UNITED STATES DISTRICT COURT

Western District of North Carolina

## PROBATION OFFICE

**Greg Forest**

CHIEF UNITED STATES PROBATION OFFICER



200 SOUTH COLLEGE STREET, SUITE 1650

CHARLOTTE, NC 28202

TELEPHONE (704) 350-7601

**Job Announcement Number:** #06-10

**Position Title:** PROBATION OFFICER ASSISTANT  
(Full-time)

**Starting Salary:** \$32,776 - \$39,797  
(Depending on Qualifications)

**Grade Level:** CL 23 (Salary Range: \$32,776 - \$50,329)

**Position Location:** Charlotte, N.C.

**Open Date:** September 5, 2006

**Closing Date:** September 19, 2006

*Open to all qualified sources. More than one position may be available*

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## RESPONSIBILITIES:

Assist officers in performing probation and pretrial investigations of all types for own office and other districts (i.e., collateral, presentence, postsentence, etc.). Visit various local law enforcement and regulatory agencies to collect and record information for both presentence investigation reports and collateral investigations. Assists in the supervision of persons on probation/parole, bail/bond a release, or pretrial diversion and in providing necessary information to the court regarding violations of supervision.

Conduct record checks on various automated systems. Collects and conducts urine screens on offenders of the same gender and maintains appropriate related records. Supplies urine specimen kits to field probation/pretrial service offices within the district as well as to drug contract providers where required. Insures that procedures for contract suppliers are up-to-date in accordance with regulations. Responsible for purchase orders for specimen kits and other materials required for collection, screening and performance of chemical analysis for detection of controlled substances.

Under the guidance and direction of an officer, supervises a select caseload of persons on probation, parole, or bail/bond release. As appropriate, reports all hazardous incidents encountered in the course of duty to his/her supervisor, the chief probation officer, the court, and the Probation and Pretrial Services Division of the Administrative Office of the U.S. Courts. As required, completes investigative reports and other correspondence. Participates in and contributes to ongoing functional training programs. Handles client emergencies in the officer's absence. Where applicable, may serve as an interpreter for officers and of non-English speaking offenders or family members at interviews in the office, the field, and in correctional institutions; translating pertinent documents, as necessary.

## **JOB REQUIREMENTS**

General knowledge of the criminal justice system and knowledge of pretrial services, probation and parole procedures, sentencing guidelines, and the supervision process. Ability to identify unusual problems for resolution or referral to probation/pretrial services officers. Ability to communicate orally and in writing. Knowledge of the community in which the district is located and of its resources. Ability to meet recurring deadlines. Ability to use various law enforcement automation systems. Where applicable, skill in foreign language.

## **EDUCATION**

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the position, is required.

## **EXPERIENCE and QUALIFICATIONS**

**CL 23/GS 7**

**Two years specialized experience, including at least one year equivalent to work at the CL 22/GS 6**

Specialized experience is defined as progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a

police officer, custodial or security officer, other than any criminal investigative experience, is not creditable.

## **PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE**

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements and the essential job functions derived from the medical guidelines for probation officers are available for public review at <http://www.uscourts.gov>.

The duties of probation officers, pretrial services officers, and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. In most instances, the amputation of an arm, hand, leg, or foot will not disqualify an applicant from appointment, although it may be necessary for the applicant to use a prosthesis to compensate for the amputation. Any severe health problems, however, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are hernia (with or without truss), organic heart disease (whether or not compensated), severe varicose veins, serious deformities or disabilities of the extremities, mental or nervous disease, chronic constitutional disease, and marked speech abnormalities.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employee's Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law

enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

## **EMPLOYEE BENEFITS**

Full-time employees of the United States Probation Office are eligible for retirement benefits, and accrue 13-26 days of annual leave per annum, based on years of service, as well as 13 days sick leave per annum. The United States Probation Office for the Western District of North Carolina currently offers a flexible work schedule program and an annual employee awards program.

## **BACKGROUND INVESTIGATION AND DRUG SCREENING**

A federal United States Probation Officer Assistant must have a completed and successful FBI background check that is required for employment. Prior to appointment, applicants considered for this position will also undergo drug screening, and will be subject to random drug screening throughout the term of employment. Updated background investigations are required every five years.

## **APPLICATION PROCESS:**

**To apply for this position, applicants must submit a:**

- ▶ **cover letter**
- ▶ **narrative addressing the Quality Ranking Factors**
- ▶ **completed AO-78, Application for Judicial Branch Federal Employment**

## **QUALITY RANKING FACTORS**

**Applicants must submit a narrative statement addressing the factors listed below.  
(Mandatory)**

- 1. Describe your qualifications, skills, and abilities, that are relevant to the field of probation, pretrial services, corrections, counseling or case management.**
- 2. Describe why you would like to become a Probation Officer Assistant in Charlotte, N.C.**

**You must submit ALL documents to be considered for this opportunity. Complete applications must be received not later than the closing date. The application form AO-78 is available at [www.ncwp.uscourts.gov](http://www.ncwp.uscourts.gov). The entire package should be addressed to:**

**Ms. Susan D. McWhorter  
Human Resources Specialist, WDNC  
200 S. College Street, Suite 1650  
Charlotte, NC 28202  
Reference Job Announcement: #06-10**

United States Citizenship is required for consideration for this position. Electronic Fund Transfer (EFT) for payroll deposit is required. Applicants selected for interview will be required to take a skills test that assesses written and verbal skills as well as analytical reasoning abilities.

The court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the selected candidate. Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited for interview. Only those interviewed will receive notification when the vacancy is filled.

The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement or fill the position at any time before the closing date, any of which may occur without prior written notice. This announcement may be considered for future vacancies for up to six months.

The Western District of North Carolina is an Equal Employment Opportunity Employer. The court encourages applications from all qualified persons including women, members of minority groups and individuals with disabilities.